



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY**Job Description**

Job Title:	Small Business Program Coordinator	Requisition # 2014-21
Division:	Communications	
Reports To:	Director-Communications	
Grade Level:	H15	
FL Status:	Exempt <input checked="" type="checkbox"/>	
Employment Status:	Full Time <input checked="" type="checkbox"/>	

Job Summary

Under direction of the Director-Communications, the Business Development Outreach Coordinator is responsible for developing and implementing programs to assist minority women and small business enterprise contractors and consultants to participate more fully and equitably in the schools construction program. The position is responsible for planning, organizing, and executing the SDA's SMWBE training program. This includes developing new methods and procedures for assisting SMWBEs, directing and coordinating program activities designed to ascertain the needs of the SBE/MWBE community, and provide them with information related to the resources and benefits available to meet their needs. This position is responsible for the monitoring and tracking of Legislation that may impact the SDA. Residency in New Jersey is a requirement for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Create and maintain an SMWBE website to provide information specifically geared toward SDA's SMWBEs.
2. Plan, manage and execute all aspects SDA's SMWBE training program including but not limited to - outreach, the application process, curriculum development, preparation of the trainers, budget management, venue booking, advertising and tracking.
3. Identify impediments and barriers that prevent minority, women and small business enterprise contractors and consultants from obtaining contracts on schools construction projects as well as performing those contracts to maximum satisfaction after obtaining a contract.
4. Assist firms with the pre-qualification and the bidding process as needed.
5. Assist minority, women and small business enterprise contractors and consultants to market their goods and services to prime contractors and Project Management Firms.
6. Staff the Customer Service Hotline and assist named subcontractors and named sub-consultants with complaints and concerns.
7. Establish and maintain contacts with representatives of the government agencies, civic, welfare and community organizations and chambers that represent minority, women and small business organizations and Chambers of Commerce in the Tri-State region.
8. Develop and implement an outreach and referral program designed for ascertaining needs of SMWBEs statewide.
9. Analyze data on needs of SMWBEs and address these needs within the scope of available resources, programs, or services; create and maintain appropriate database.
10. Propose new programs or services where needs of the VBEs/SBEs/MWBEs are not met.
11. Attend conferences and seminars to gather and share information relevant to SMWBEs when applicable.

12. Review all introduced legislation to identify bills that may impact the SDA's mission or operations to ensure that the agency is aware of possible legal functional changes.
13. Maintain electronic database and tracking system of identified bills to ensure that SDA is aware of any legislative activity on the tracked bills.
14. Solicit comments/concerns from relevant staff on tracked bills to develop an understanding of the substance and scope of the bill's impact on the SDA.
15. Develop detailed information regarding bills impacting the SDA to properly inform the Director on how to remedy impact to ensure that the SDA's mission/operations are not adversely affected.

Required Skills and Abilities

1. Excellent written and oral communication skills; ability to communicate effectively to groups and individuals on program related activities.
2. Excellent interpersonal and influencing skills and the ability to build and maintain positive relationships with contractors, representatives of government agencies and other organizations.
3. Superior research and project planning skills.
4. Ability to collect, analyze and interpret data.
5. Ability to prepare, edit and distribute reports and other information in a manner that is suitable for a variety of stakeholders.
6. Experience with computers, proficient in Microsoft Word, PowerPoint and Excel.

Required Education and Experience

1. Bachelor's degree in business administration, marketing, political science or related field or equivalent relevant experience.
2. Minimum of two years' experience in program management and administration, program research, outreach and development or resource planning.

Physical Demands

Some travel required

Certificates and Licenses Required

Valid drivers' license